



One Flag



One State



One Family

2005 Family Readiness Conference & Youth Symposium

MITAG-DCSPER-FP

21 January 2005

MEMORANDUM FOR: All Unit Commanders and FRG Volunteers

SUBJECT: 2005 Michigan National Guard State Family Program Conference and Youth Symposium, 15-17 April 2005

1. **OUR FOCUS:** The Michigan National Guard Family Program will host the annual Family Conference and Youth Symposium 15-17 April 2005 at the Radisson Hotel in Kalamazoo, Michigan. Our theme for this event is *One State, One Flag, One Family*.
2. **AUTHORIZED ATTENDEES:** Each unit is authorized to send two (2) official volunteers and one military representative, with the exception of the following Air Guard units: 127 Wing, six (6) volunteers and one military representative; 110th Wing, three (3) volunteers and one military representative; CRTC and HQ MIANG, one (1) volunteer and one military representative; Army Units: MACOMs who have units deployed may substitute another military member to attend in lieu of the designated representative from that deployed unit. Official volunteers will be those FRG volunteers for whom the unit has a volunteer agreement on file for, as well as the name of who has been submitted to the State Family Program as a key volunteer occupying either a board position or other committee position of the unit's FRG. Military representatives will be comprised of the Commander, Family Program Action Officer (FPAO), Chaplain, First Sergeant, or Command Sergeant Major/Command Chief Master Sergeant of the unit. **Attendees who bring a spouse who do not fulfill the role as either an official volunteer or military representative, will be permitted to stay in the room of the attendee, but will not be permitted to attend the conference events unless otherwise stipulated in this letter of instruction or on the registration form.**
3. **OUR AGENDA:** An opening reception is scheduled for Friday, 15 April 2005 starting with a social hour beginning at 1800 hours (6:00 p.m.). During this opening reception we will conduct our annual award ceremony recognizing the volunteers for their outstanding support and contributions to the Unit and State Family Readiness Program. We will also begin selecting our winners for the various door prizes that will be provided throughout the entire conference. The opening session begins on Saturday, 16 April 2005 at 0800 hours (8:00 a.m.), with the closing ceremony ending in the early afternoon of Sunday, 17 April 2005. Participation will be required at all sessions of this event for all individuals on orders.
4. **TRAVEL:** Travel days are Friday, 15 April 2005 and the afternoon of Sunday, 17 April 2005. Rental cars are not authorized. Travel by privately owned vehicles (POV) is authorized for volunteers on invitational orders. POV travel is authorized for military personnel when no other government transportation is available. Directions to the hotel will be in your confirmation packet. Overnight stay is authorized on Friday and Saturday, 15-16 April 2005 for attendees living more than 50 miles from the conference site.

5. **RESERVATIONS:** All hotel reservations, to include military attendees and volunteers, will be made by the State Family Program Office. **NO RESERVATIONS WILL BE TAKEN BY THE HOTEL BY INDIVIDUALS CALLING IN. Only those provided to the hotel on a rooming list will be provided accommodations.** Volunteers authorized to attend will be part of a master bill for their hotel accommodations which means they will not need to pay upon registration. Military personnel on orders, even if traveling and accompanying a volunteer authorized to attend, will be required to pay for your room upon check-in, with the military member being reimbursed after the event by completing a DD Form 1351-2. Because this office will be making all reservations, anyone who intends on attending this conference must submit the required registration to this office by the deadline stipulated in paragraph 6 below. **Anyone who does not register with this office will not be considered authorized to attend and may not be permitted to attend the conference and will not have a room available at the conference site.** The hotel will not be making reservations for this event via any other method such as taking individual reservations.

6. **ORDERS AND REGISTRATION:** Information from the registration form will be used to create invitational travel orders for all official Army volunteers. A list of military attendees will be sent to the unit so that appropriate military orders can be issued on those who've completed and have had their registration approved to attend. All Air Guard personnel and volunteers attending must have their orders published by the supporting Air office after receipt of authorized attendees is provided to them. The enclosed registration form must be returned to this office **NLT 28 February 2005**. No registrations will be accepted after this deadline. Under extreme circumstances where a volunteer or military representative must decline their application to attend, then we can consider a replacement for them. Any replacement of attendees must be coordinated with this office. A representative from this office will be working with the hotel to authorize such changes. Please return the enclosed registration form by the **28 February 2005** deadline to the Michigan National Guard Family Program Office, 2500 S. Washington Ave., Lansing, MI 48913-5101. There will be a registration fee of \$15.00 per authorized attendee or a maximum of \$40.00 for a family (3 or more attendees at the conference and/or youth symposium). For the Friday night reception, any volunteer or military member who brings their spouse who is not authorized to attend the conference may attend the reception by paying \$15.00 for this event. Likewise, if your guest would like to attend the Sunday working luncheon, they may do so for a \$15.00 fee. We must know if they plan on attending both of these events upon registration so we may account for them. If you sign up for a guest to attend the reception and the Sunday luncheon and they do not show, you will still be required to pay the \$30 for them since we must provide the hotel a final count for these events. Confirmation packets will identify the amount you will be required to pay for the event. Registration fees will be collected at the event registration desk. Registration fees are non-reimbursable.

7. **VOLUNTEER AWARDS:** Any family program volunteer may be recognized during the Friday night reception if the unit or base ensures the Family Program Office receives an award nomination by **15 February 2005**. Please see JFHQ Regulation 608-2 for the type of awards and procedures for nominating your volunteers. All submissions will be reviewed and the approved awards presented at the reception for those volunteers who are registered for the conference. We need one Army and one Air winner for both the Family of the Year Award, as well as the Volunteer of the Year awards. Please ensure you recognize the hard work of these volunteers who have put forth the effort, energy and enthusiasm to lead your unit FRG's to be successful.

8. **UNIFORM:** Business casual attire is recommended for civilian and military personnel for the weekend. No military uniforms/no jeans. Professional attire is encouraged for the reception on Friday, 15 April 2005.

9. **DOOR PRIZES:** Those family members, commands, or bases that desire to donate a door prize may do so. The value should not exceed \$25.00. This is a terrific opportunity to showcase items or products created or made by your Family Readiness Group. Please ensure your door prize is labeled as to which unit Family Readiness Group or person(s) is donating the prize. Door prizes will be given during the Friday night reception, all general sessions, and during both luncheon programs throughout the entire event. Winners must be present in order to receive their door prizes. Additionally we will conduct a 50/50 raffle during the Friday evening social. The drawing for this will commence prior to the awards presentation.

10. **SILENT AUCTION:** Everyone is encouraged to bring items to donate for our annual silent auction. Proceeds, as always, benefit the Michigan National Guard Family Fund. Please bring new or unused items for this special event. If you bring gift certificates, it is encouraged to bring them from businesses or organization that have locations throughout Michigan so as not to exclude participants from bidding if it's a location not near where they are from. This does not pertain to certain types of gift certificates such as for golf or ski opportunities or hotel stays. Robin Berry will be coordinating the efforts of the silent auction. It is requested you bring your items to the conference on Friday and Robin will accept them for the auction.

11. **YOUTH SYMPOSIUM:** All youth attending **MUST** be the dependent of volunteers or military attendees at this conference. Children not the dependent of a conference attendee are not authorized to participate in the Youth Symposium. There will be 5 youth programs available for the children. We will offer day care for the little ones, infants to age 5. This will be available during the Friday evening event, as well as all program activities. We are working to provide a paid day care for families who want to participate in the optional Saturday evening event for the little ones who may not be able to enjoy such activity. Additionally we will have structured program activities for the following age groups: 6-7 year olds, 8-9 year olds, 10-12 year olds, and 13-17 year olds. Detailed agendas for each group will be provided with your confirmation packets upon the completion of the initial registration for the weekend. All children **MUST** be registered by **28 February 2005**. We cannot continually make additions to their programs after that date as supplies, equipment and hotel space allocations are limited. All registered children are expected to participate in the age appropriate activities for the entire weekend. Children will not be permitted to be signed out to participate at the adult functions at anytime throughout this event, except where permitted through the program schedule. Parents are discouraged from checking in on their children during the event as this creates problems for the volunteers when the parent leaves and the children become upset at the fact the parent has again left them. We want the parents to enjoy their conference and for the children to enjoy their symposium.

12. **SUMMARY:** Once again, please ensure the following are accomplished by the deadlines indicated:

15 FEBRUARY 2005 Submission of award nomination to the State Family Program Office.

28 FEBRUARY 2005 Deadline for submitting registration forms for both the State Family Program Conference and Youth Symposium. Please ensure you have a registration form for each adult and each child who will be attending the conference and symposium.

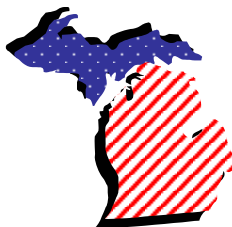
13. If you have any questions, comments, or concerns about this event, please contact either Sandy Mahoney at 517-702-5116 or MSG Janet Weber at 517-702-5104.

JANET L. WEBER
State Family Program Coordinator

Enclosures
as



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2005 Family Readiness Conference & Youth Symposium **Conference Application Form** (Submit NLT 28 February 2005)

Fax to: (517) 702-5113
ATTN: Sandy Mahoney

Mail to: State Family Program Office
ATTN: Sandy Mahoney
2500 S. Washington Avenue
Lansing, MI 48913-5101

Please complete for the volunteer or military member who will be attending the conference (please print)

First Name Last Name

Preferred Name for Badge Social Security Number

Unit Representing FRG Position/Rank Indicate Volunteer or Military

Home Address City State Zip

Daytime Phone Fax E-mail

I will be bringing the following individual as my guest who will attend the events indicated below:

Name of Guest

- ☐ Registration fee: \$15 per person, \$40 for family (attendee plus 3 or more youth attendees)
- ☐ Will attend the Friday night reception ~ \$15.00 fee will be paid at the door
- ☐ Will attend the Sunday working luncheon ~ \$15.00 fee will be paid at the door

Please indicate the hotel accommodations you require:

Number of individuals who will be staying in your room _____ Adults _____ Children

Special Room Requirements (please check all that apply):

- ☐ Smoking ☐ Non-Smoking ☐ Handicap Accessibility ☐ Roll-away Bed ☐ Port-a-crib
- ☐ Other: _____

Please specify other requirement(s)

Do you have any special dietary requirements: ☐ NO ☐ YES _____
Please specify

Will your group be providing a gift basket as a door prize (\$25 maximum value)? ☐ YES ☐ NO



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2005 Family Readiness Conference & Youth Symposium

Youth Symposium Application Form (Submit NLT 28 Feb 2005)

Fax to: (517) 702-5113
ATTN: Sandy Mahoney

Mail to: State Family Program Office
ATTN: Sandy Mahoney
2500 S. Washington Avenue
Lansing, MI 48913-5101

Please complete for the volunteer or military member who will be attending the conference (please print)
Please indicate if the child has any food allergies, i.e. peanuts, dairy, etc.

NOTE: All youth attending MUST be the dependent of volunteer or military attendee of this conference. Children not the dependent of the attendee are unauthorized to participate in the Youth Symposium.

NAME	AGE	SPECIAL NEEDS (IF ANY)

Children will be accompanied by _____
Name of Conference Attendee

Please complete the attached medical, travel, and athletic consent form and power of attorney for each child

MEDICAL, TRAVEL, ATHLETIC CONSENT FORM, DURABLE POWER OF ATTORNEY, & WAIVER (Please complete one waiver for each child attending)

This document shall serve as a **durable power of attorney**. I hereby appoint the Michigan National Guard Family Program and its duly authorized agents, and volunteers, as my attorney-in-fact to act on my behalf and stead regarding consenting to any medical treatment, surgery, and procedures it may deem necessary and in the best interests of the aforementioned minor. This power of attorney shall be terminated on April 17, 2005.

I the undersigned, being the parent/guardian of: _____, D/O/B ____/____/____ a minor, hereby give my permission to the Michigan National Guard Family Program to transport my child to and from activities associated with the Youth Symposium and conference. I also hereby consent to my child participating in the programs/ activities sponsored by the symposium/ conference. In case of emergency, if it becomes impossible to notify me promptly, Family Program authorities, at their discretion, may secure the services of medical personnel for my child until I can make other arrangements; and I agree to assume full responsibility for any necessary medical and hospital services on my child's behalf.

On behalf of myself, the child named below, and on behalf of our heirs and assigns, we waive, release, agree to indemnify, and forever hold harmless the Michigan National Guard, its employees, agents, contractors, and volunteers from any and all liability or damages concerning myself, my property, and the child named below for any injuries which might be incurred due to participation in this program.

(Signature of Parent/Guardian)

(Printed Name)

Dated: _____

Home Phone Number: _____

Work Phone Number: _____

Cell Phone Number: _____

Witnessed by:

(Signature of Friend or Relative)

(Printed Name)

(Date)

(Signature of Friend or Relative)

(Printed Name)

(Date)